

## **Order of Selection / Rationale for determining serious functional limitations related to employment**

**Instructions:** Counselors may use this optional form as an analytical tool.

For each functional limitation that will be counted for the category designation:

1. Circle the appropriate indicators (optional).
2. In the space provided, write in your analysis of how and why this limitation results in a substantial impediment to employment.
3. In the space provided, write in your references to documentation in the service record that supports the analysis. References may include reports from qualified sources, such as medical/psychological information, assessments, school records, information provided by referral sources, client self-report, etc.
4. Check whether the limitation is produced by the disability or other causes.
5. List services that will address the limitation in terms of employment.

**Note:** This form must be part of the case file for Order of Selection determinations made between April 1, 2002 and July 25, 2005

**Client's Name:**

**Primary and secondary disabilities:**

Functional limitations (review limitations in terms of an employment outcome)	Indicators of serious limitation	Serious limitation		Services on the IPE that will address this limitation in terms of employment
		Produced by the disability	Produced by other causes (see footnote)	
<p><b>MOBILITY</b> A person has a functional limitation when he or she, because of a disability, lacks the physical, cognitive or psychological ability to independently travel or move about safely within home, work and community environments.</p>	<p>1. Is significantly restricted or unable to safely travel or move about within common community, training, home, or work environments.</p> <p>2. Other (Specify)</p> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			
<p><b>COMMUNICATIONS</b> A person has a functional limitation when he or she, because of a disability, cannot accurately and efficiently give or receive information (through speaking, listening, reading, or writing) without reasonable accommodation, adaptive aids or technology.</p>	<p>The individual's communications ability is significantly limited in speed, clarity or duration. For example:</p> <p>1. Cannot hear or understand the content of ordinary spoken conversations.</p> <p>2. Cannot be readily understood by others with familiarity.</p> <p>3. Cannot print or write short notes (Keep door closed, No exit, Out of order, Don't walk, Sweep floor, and other messages requiring "survival" writing skills).</p> <p>4. Cannot read signs or short notes.</p> <p>5. Other (Specify)</p> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			

**Other causes include poverty, legal issues, lack of education, environmental restrictions, limited English proficiency not related to a disability, and age, sex, race, or cultural factors.**

**Client's Name:**

**Primary and secondary disabilities:**

Functional limitations (review limitations in terms of an employment outcome)	Indicators of serious limitation	Serious limitation		Services on the IPE that will address this limitation in terms of employment
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<p><b>SELF-CARE</b> A person has a functional limitation when he or she, because of a disability, does not have the physical, cognitive or psychological ability to independently perform the routine activities of daily living.</p>	<p>1. Cannot perform routine activities of daily living and/or self-care to the extent that it impacts employment.</p> <p>2. Other (Specify)</p> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			
<p><b>SELF-DIRECTION</b> A person has a functional limitation when he or she, because of a disability, does not have the physical, cognitive or psychological ability to independently plan, initiate, organize, make decisions and carry out personal, social and work activities after his or her self-care needs have been met.</p>	<p>1. Cannot independently start tasks, finish tasks, do all the steps in a task, follow schedules, or decide on what to do next.</p> <p>2. Other (Specify)</p> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			

**Other causes include poverty, legal issues, lack of education, environmental restrictions, limited English proficiency not related to a disability, and age, sex, race, or cultural factors.**

**Client's Name:**

**Primary and secondary disabilities:**

<b>Functional limitations (review limitations in terms of an employment outcome)</b>	<b>Indicators of serious limitation</b>	<b>Serious limitation</b>		<b>Services on the IPE that will address this limitation in terms of employment</b>
		<b>Produced by the disability</b>	<b>Produced by other causes (see footnote)</b>	
<p><b>INTERPERSONAL SKILLS</b> A person has a functional limitation when he or she, because of a disability, cannot establish or maintain personal, family or community relationships, or cannot interact appropriately with others in the workplace, thereby affecting the ability to secure or maintain employment.</p>	<p>1. Cannot establish and maintain working relationships with coworkers, fellow students, or family members.</p> <p>2. Exhibits inappropriate behaviors (such as hitting, yelling, temper tantrums, destruction of property, and sexual or racial harassment) which interfere with the— * performance of others in training or work settings; or * the individual's performance in training or work settings.</p> <p>3. Is avoided or rejected by coworkers or fellow students because of issues such as serious scarring, disfigurement, uncontrolled drooling, or uncontrolled motions.</p> <p>4. Other (Specify)</p> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			

**Other causes include poverty, legal issues, lack of education, environmental restrictions, limited English proficiency not related to a disability, and age, sex, race, or cultural factors.**

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<p><b>WORK TOLERANCE</b> A person has a functional limitation when he or she, because of a disability, cannot meet the strength, stamina, endurance or psychological stresses of a job regardless of the work skills possessed by the person; or cannot tolerate the physical environment of the workplace.</p>	<ol style="list-style-type: none"> <li>1. Is significantly restricted in ability to meet typical physical employment requirements to perform previous job or usual line of work, such as:               <ul style="list-style-type: none"> <li>* Is unable to lift or carry objects required.</li> <li>* Is unable to sustain continuous or prolonged paced movement of the arms, hands, or fingers.</li> <li>* Is unable to sustain a continuous or prolonged standing or sitting position of the body.</li> <li>* Is unable to sustain consistent physical work effort.</li> </ul> </li> <li>2. Is significantly restricted in ability to tolerate typical psychological stresses in the work environment.</li> <li>3. Is unable to tolerate the common environmental conditions found at work.</li> <li>4. Is unable to sustain a consistent mental work effort.</li> <li>5. Is unable to complete tasks at a pace comparable to that of the average person in the general population.</li> <li>6. Other (Specify</li> </ol> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			

**Other causes include poverty, legal issues, lack of education, environmental restrictions, limited English proficiency not related to a disability, and age, sex, race, or cultural factors.**

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<p><b>WORK SKILLS</b> A person has a functional limitation when he or she, because of a disability, lacks the work skills, work experience or ability to perform the essential job tasks needed to secure or maintain employment consistent with his or her strengths, resources, priorities, concerns, abilities, capabilities and informed choice.</p>	<p>1. Is unable to perform the work skills essential to maintaining employment in the previous job or usual line of work, and does not have other work skills which can be used to enter and maintain a job comparable in skill which is readily available locally, or in another area to which the individual is willing to relocate.</p> <p>2. Has not learned the work skills usually possessed by the average person of comparable age, education, and experience which can be used in employment which is readily available locally, or in another area to which the individual is willing to relocate.</p> <p>3. Other (Specify)</p> <p><b>Counselor's analysis of how and why this functional limitation results in a substantial impediment to employment for this individual:</b></p> <p><b>Reference to documentation in the service record that supports this analysis:</b></p>			

**Other causes include poverty, legal issues, lack of education, environmental restrictions, limited English proficiency not related to a disability, and age, sex, race, or cultural factors.**